

## Application Submittal Checklist

*The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.*

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
  - a) Budget request by source of funds ([Link](#))
  - b) Personnel salaries and wages ([Link](#))
  - c) Equipment and motor vehicles ([Link](#))
  - d) Capital project details ([Link](#))
  - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



AUTHORIZED SIGNATURE

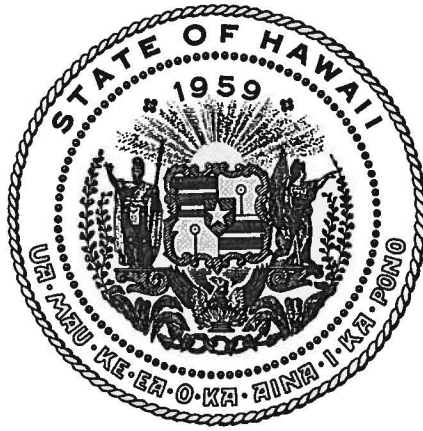
Michelle Chow Agent

PRINT NAME AND TITLE

1/17/2020

DATE





## Department of Commerce and Consumer Affairs

### CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

**FRIENDS OF KO'OLAU CLUBHOUSE**

was incorporated under the laws of Hawaii on 12/28/2011 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 09, 2020

Director of Commerce and Consumer Affairs

# DCCA State of Hawaii

Downloaded on January 9, 2020.

The information provided below is not a certification of good standing and does not constitute any other certification by the State.

Website URL: <http://hbe.ehawaii.gov/documents>

## Business Information

MASTER NAME	FRIENDS OF KO'OLAU CLUBHOUSE
BUSINESS TYPE	Domestic Nonprofit Corporation
FILE NUMBER	234888 D2
STATUS	Active
PURPOSE	FRIENDS OF KO'OLAU CLUBHOUSE SUPPORTS THE MISSION AND NEEDS OF KO'OLAU CLUBHOUSE THROUGH THEIR FUNDRAISING, EMPLOYMENT DEVELOPMENT AND EDUCATIONAL EFFORTS. FRIENDS OF KO'OLAU CLUBHOUSE IS MADE UP OF MEMBERS OF THE CLUBHOUSE, FAMILY MEMBERS, COMMUNITY MEMBERS AND STAFF ADVISERS.
PLACE INCORPORATED	Hawaii UNITED STATES
INCORPORATION DATE	Dec 28, 2011
MAILING ADDRESS	46 016 ALALOA ST KANE'OHE, Hawaii 96744 UNITED STATES
TERM	PER
AGENT NAME	MICHELLE CHOW
AGENT ADDRESS	46 016 ALALOA ST KANE'OHE, Hawaii 96744 UNITED STATES

## Annual Filings

FILING YEAR	DATE RECEIVED	STATUS
2019	Dec 16, 2019	Processed
2018	Oct 29, 2018	Processed
2017	Oct 21, 2017	Processed
2016	Dec 19, 2016	Processed
2015	Dec 22, 2015	Processed
2014	Oct 3, 2014	Processed
2013	Jan 3, 2014	Processed
2012	Feb 8, 2013	Processed

## Officers

NAME	OFFICE	DATE
YAMASHIRO,ARLENE	P	Oct 1, 2019
YASUDA,DERRICK	V/D	Oct 1, 2019
TUBITO,JOSEPH	S/D	Oct 1, 2019
ING,SANDY	T/D	Oct 1, 2019



**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAI'I REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
  - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
  - c) Agrees not to use state funds for entertainment or lobbying activities; and
  - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
  
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
  
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
  - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Friends of Ko'olau Clubhouse  
(Typed Name of Individual or Organization)

Michelle Chow  
(Signature)

4/17/2020  
(Date)

Michelle Chow  
(Typed Name)

Agent  
(Title)

## Application for Grants

If any item is not applicable to the request, the applicant should enter "not applicable".

### **I. Certification – Please attach immediately after cover page**

#### 1. Certificate of Good Standing (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2018.

#### 2. Declaration Statement

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes. ([Link](#))

#### 3. Public Purpose

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. ([Link](#))

### **II. Background and Summary**

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

#### 1. A brief description of the applicant's background;

The Friends of Ko'olau Clubhouse is a non-profit organization that supports the mission of the Ko'olau clubhouse. The Ko'olau Clubhouse is a psychosocial rehabilitation program for adults with severe and persistent mental illnesses. It is located in Kaneohe. The Ko'olau Clubhouse utilizes the clubhouse international model of rehabilitation. "Clubhouses are a powerful demonstration of the fact that people with mental illness can and do lead normal, productive lives. Clubhouses are local community centers that provide members with opportunities to build long-term relationships that, in turn, support them in obtaining employment, education and housing" (Clubhouse International). A Clubhouse is organized to support people living with mental illness. During the course of their participation in a Clubhouse, members gain access to opportunities to rejoin the worlds of friendships, family, employment and education, and to the services and support they may individually need to continue their recovery. A Clubhouse provides a restorative environment for

people whose lives have been severely disrupted because of their mental illness, and who need the support of others who are in recovery and who believe that mental illness is treatable.

Currently, the Ko'olau Clubhouse is a state run program that is funded by the state of Hawaii department of health. The state funds the salaries of the staff that are employed there, they also cover basic expenses such as rent, electricity, cable, telephones, water and office supplies. The state does not cover the costs to run the individual recovery driven programs the clubhouse has for the members who attend the clubhouse. Such costs are attained through fundraising efforts, grants and donations carried out by the Friends of Ko'olau Clubhouse non-profit organization. The Friends of Ko'olau Clubhouse is a vital support to the Ko'olau Clubhouse program as it provides financial means and ways for the Ko'olau Clubhouse to rehabilitate their members and provide the services and programs for the members. The Ko'olau Clubhouse strives to create a supportive environment for rehabilitation while ensuring services meet accreditation standards. For this purpose, the Friends of Ko'olau Clubhouse is a vital ally for the Ko'olau Clubhouse, all fundraising efforts are made through the Friends of Ko'olau Clubhouse. 100% of the funds or services attained through fundraising and grant writing is used to support the Ko'olau Clubhouse's mission. The clubhouse is able to provide services for members as required by the accreditation body known as Clubhouse International through fundraising/ grants.

2. The goals and objectives related to the request;

The goals and objectives related to this request are as follows:  
We understand and recognize first hand that recovery from a mental illness is not a simple process. Individuals who have been diagnosed with a serious and persistent mental illness are negatively affected by their diagnosis. Some of them lose jobs, relationships and even shelter following a diagnosis. Their lives are never the same moving forward. Mental Health Services are vital in aiding recoveries. At the Ko'olau Clubhouse this is done through psychosocial rehabilitation. At the Clubhouse, rehabilitation can take place, through employment, education, advocacy and the building of relationships. We have found that through these avenues members of the Ko'olau Clubhouse are able to recover and return to their communities. The Friends of Ko'olau Clubhouse is looking to improve and develop 3 essential parts of the Ko'olau Clubhouse program: **Wellness, Advocacy and Education.**

**Goal 1 (Wellness)**

Members who attend the clubhouse struggle with issues related to their health, this can be a direct result of the side effects of the medication that they take for their mental illness, and it could also be a result of the lack of access to resources or education to maintain a healthy lifestyle. We want to be able to address this issue, through the incorporation of wellness into all aspects of our program. We aim to address areas such as nutrition, daily activity, relationships with peers and medication management.

**Goal 2, Advocacy**

Advocacy is a vital component of our program, as it allows us to give a voice to our members. It gives the Clubhouse the opportunity to go out into our communities and address the stigmas attached to a mental illness. It gives members the opportunity to share their stories of recovery with their communities, and gives communities the opportunity to hear these stories. Advocacy also helps to spread awareness that there is hope after being diagnosed with a mental illness and that when you have a mental illness you are still employable, teachable, health conscious and a contributing member of society.

**Goal 3 (Education)**

Through our educational program at the clubhouse we are able to assist members with returning to school. This can be done in various ways. We assist members with attaining their GED, returning to college to receive their associates, bachelors and even their masters. We also have a program that assists members with obtaining certificates for specific programs that are available at local community colleges and trade schools. Education from a Clubhouse perspective can be both traditional and non-traditional in the sense that we are creating and fostering opportunities for members of the Ko'olau Clubhouse to "learn" in all aspects of their life. This can be done by teaching our members life skills, teaching them how to keep updated with technology today and also returning to the traditional classroom setting if they choose to do so.

## 3. The public purpose and need to be served;

The Ko'olau Clubhouse is a community resource for adults who struggle with a mental illness, it is also a place for families and friends of someone who is diagnosed to come and learn about living with a mental illness. Having a clubhouse in a community is vital. This is a need in our communities as mental health issues have become more prevalent today. Individuals who become affected by this issue tend to be seen as a risk in their communities. The public purpose and need being served is safety and support for those with a mental illness and the larger community. A clubhouse provides just that. Members of the Ko'olau Clubhouse are given the tools that they may need to return to their communities and become contributing members. The clubhouse is able to accomplish this through our advocacy, employment and education programs.

## 4. Describe the target population to be served;

The target population to be served is adults who have been diagnosed with a severe and persistent mental illness.



The Ko'olau clubhouse is located in Kaneohe, but it serves individuals on the Windward and Northshore side, specifically from Waialua to Waimanalo.

### **III. Service Summary and Outcomes**

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1. Describe the scope of work, tasks and responsibilities;

#### **Goal 1 (Wellness)**

We want to bring in different instructors and speakers with expertise in different areas of wellness, that can provide knowledge and tools that will teach our members about living a health conscious lifestyle. These said instructors will teach classes once a week for a series 6-15 weeks, depending on the cycle of their program.

Another focus is nutrition. We currently provide breakfast and lunch to our members at a subsidized rate (\$1/breakfast; 2\$/lunch). We strive to provide healthy options for our members, including for those with dietary restrictions (e.g., vegetarian). The health of our members is affected by their psychotropic medication as well as their previous lifestyle choices. While we have kept our meal prices low to meet accreditation standards, the cost of food is rising. We have been forced to find funding options to offset costs and allow us to continue to serve lunch and breakfast at the prices mentioned above. Funding in this area would help supplement our costs. It would also ensure our members are getting the proper nutrition they need. We are requesting \$200 weekly to assist with the purchasing of food for the 2020 fiscal year, this would be calculated as \$200x50weeks. We would then be requesting \$10,000 to pay for lunches for about 60 people daily.

Another component of our wellness program is our fishing program. Our fishing program gives our members the opportunity to engage in outdoor activities outside of their daily clinical workshops. The program also gives our members the opportunity to work on their fine motor skills, as some side effects of the medication that they take can cause some impairment in motor skills. The fishing program also gives them an opportunity to learn a skill set that will help them to sustain a healthy diet. We currently only have bamboo poles, constructed by the members themselves. However, these poles can only be used for small fish available seasonally (e.g. Oama). We therefore are requesting funds for the purchase of 5 rods and reels. This would allow the members to catch different fish, increasing their opportunities for social recreation and supplementing their diet with healthy, wild-caught protein. The rods and reels are \$96 with tax. We are requesting \$480 for fishing rods and reels.

Lastly, we aim to implement a bicycle exchange at the clubhouse. This program would offer the members an alternative form of transportation as well as different option to get some exercise. As of now, the members walk, utilize the bus system or depend on rides from other peers. The bicycle exchange would allow them to check out bikes to travel short distances, to clinical appointments or to the grocery store. All bicycles would

need to be returned before the clubhouse closes every day. We are requesting funding to purchase 8 Bicycles for this program.

### **Goal 2 (Advocacy)**

Advocacy plays an important part in our mission to decrease the stigma attached to mental illness. At the clubhouse we have found that giving members a voice and having a presence in our communities both physically and online is proving to be an effective way to do so. We currently maintain a Facebook and Instagram page, which we use to educate the public about mental illnesses and about our program. Members also utilize these platforms to share their stories. For the purpose of advocacy we are looking to acquire equipment that will assist us with the task of giving our members a voice. We are looking to purchase media equipment that will allow us to make PSAs that will help to educate the public regarding the stigma behind mental illnesses and mental health services. The mentioned equipment will also allow us to take high resolution pictures of member, projects and events that will not be distorted when used for brochures, websites and other media platforms. We are hoping to purchase a camera, a tripod, and software that will allow us to share information about the work we do at the clubhouse. The equipment mentioned will also allow our members to work on member-driven media projects directed towards addressing the stigmas behind mental health.

### **Goal 3 (Education)**

For the purpose of education we are hoping to secure 5 laptops. These laptops will make it possible for our members to access online learning programs that we currently use at the clubhouse. The GED prep program is currently all done online and is something that we work with our members on as some of them are trying to pursue a GED. We also utilize learning programs such as ABC mouse, K12 curriculum programs, as well as typing programs available online. It will also allow them to have the flexibility of studying in a more serene part of the clubhouse, as our clubhouse can get pretty noisy due to the high volume of members that attend the clubhouse, as well as the open floor plan. There is a lack of space dividers that makes it difficult at times to isolate noise to some areas. We are also requesting funding for software that we can purchase for the laptops, software would include: Microsoft Office, Adobe PDF and Adobe Photoshop.

We are also requesting funding that will allow our members to participate in certification programs that allow them to build on their employment skill sets. We would like to be able to enroll them in the Literacy training program, the literacy programs allows our members to take courses that trains them to be able to return to the clubhouse and tutor other members with reading. We also would like to be able to pay for our senior members to enroll in the adult education program offered at the Windward Community College (WCC). This program allows senior citizens to enroll in a class for a semester at WCC at an affordable cost. Lastly, we'd like to subsidize members wishing to take singular courses, certificate or degree programs at Windward Community College. This will help them build upon current educational foundations they might have- for instance, supplementing their GED with some AA-level courses. We have former

members that have successfully returned to school at WCC and have completed AA degrees and gone on to receive their Bachelors as well as Masters. We are requesting funding for the adult education program at Windward community college. The course are \$20 a semester. We are requesting funding for 5 people to do 2 semesters for the fiscal year of 2020. This would come out to \$200 total.

The Clubhouse international community also holds conferences year round. These conferences allow both staff and members of clubhouses worldwide to attend and become educated on the latest research that supports the clubhouse model. These conferences allow staff and members to be up to date on best practice. We are asking for funding for staff and members to be able to attend these conferences, as well as clubhouse trainings that are held at various training bases nationally and internationally. For the purpose of education and quality assurance of services we are asking for funding that will allow both staff and members to attend these events. These events will give staff and members the opportunity to learn and then return to the clubhouse and assist with improving the services given to members. We are asking for funding that covers staff and member training \$4,500, flights for two \$2,000, per diem for two \$1,624 (2 weeks), ground transportation \$250, Administer flight + baggage \$1,000, Per diem for administrator for 7 days \$406, Clubhouse Conference \$1,500, flights for two \$2,000, Per diem for 7 days \$406, Ground transportation for two \$250. The total asking amount being \$13,936.

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

We hope to implement and start these projects within the first 6 months of receiving funding for the year 2020. We will take our first measurements upon implementation of each project. We will then take measurements 6 months following the implementation of the project.

3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results;

The services we aim to provide fall into three general areas: wellness, advocacy, and education. Our evaluation plan for each area is the same. What differs is the quality assurance measure used for each service. These measures will be cross-sectional indicators of progress. In other words, they will show the extent that each service is achieving its goal at one point in time. In contrast, the overall measures of effectiveness [discussed in the next session] will mostly be longitudinal. They will track changes over time to show rates of improvement or decline.

### **Goal 1 (Wellness)**

Our wellness program has four components: exercise (e.g. yoga; music therapy), nutrition, recreational fishing, and the bicycle exchange program. Exercise and fishing will be assessed via questionnaire surveys. These surveys will be administered

immediately after each activity. They will contain items that gather both quantitative and qualitative data. Close-ended items will be formatted with a Likert scale [i.e. quantitative]. They will ask members “How much did you enjoy this activity?”; “How much does this activity improve your wellness?”; “Do you think this activity should be continued?” An open-ended item will further collect data immeasurable through Likert-scale response categories. It will ask members to explicate how the said activity helps or hinders their overall wellness.

Besides self-report data, we will employ 3<sup>rd</sup>-person objective measures too. For exercise, we will use bio-physiological indicators such as resting heart rate, blood pressure, sugar levels and weight. This data will be gathered once every three months by trained nurses at the Windward Health Clinic, one of our partners in service provision. Before implementing a service, baseline measures will be taken. There will be four follow-up measures occurring at three-month intervals after baseline (i.e. baseline, 3 months, 6 months, 9 months, 12 months). This will allow us to track the effect of a given service on different outcomes. For instance, we can observe how an individual’s weight changed as a result of the exercise program. Similar 3<sup>rd</sup> person measures will be used in the fishing program. They will enumerate the frequency of fishing trips as well as the number of fish caught each trip.

The bicycle exchange program will be assessed with the same survey and similar 3<sup>rd</sup> person measures. Both the frequency and duration of bike utilization will be recorded. That will show us how many times members checked out bicycles and how long they used them. For quality assurance, this data will be tracked on a per-month basis (e.g. # of times bicycles were checked out in November). This makes this data cross-sectional; it does not look at changes over periods of time.

Indicators of nutrition differ in that they will use neither frequency nor self-report data. It does not make sense to ask members if they enjoyed eating their meal or enumerating the amount of meals consumed. We will instead track the amount of food costs offset by the funding we receive. For quality assurance, this amount will be determined on a per-month basis (e.g. \$800 total in November).

## **Goal 2 (Advocacy)**

Our advocacy services revolve around using digital platforms to create PSA’s and other forms of visual media. The aim of these activities is to raise awareness and decrease stigma surrounding mental illness. To assess the outcomes of our advocacy services, we will again use questionnaire surveys. The surveys will ask members “How much did you enjoy this activity (i.e. creating this PSA)?”; “Do you think this activity should be continued?” Again, an open-ended item will be used: “How do you feel this activity helped us meet our advocacy goals?” In addition, another survey will be administered to non-members who view our created media. These individuals might be board members, practicum students and others who visit our clubhouse. This survey is designed to measure the impact of the media on their perceptions about mental illness. Both close and open-ended items will be used.

Third person measures in this area will again rely on frequency data. Examples include enumerating the number of posts we put up, the number of likes our posts garner, and the number of followers gained as a result.



**Goal 3 (Education)**

Services in this area aim to increase educational opportunities to our members, particularly through online learning. Quality assurance measures will therefore only track the objective increase of those opportunities. Self-report data is not needed; questionnaire surveys will not be used. A baseline measure will be taken before funds are dispersed toward meeting our education goals (i.e. before we use the money to buy the laptops or pay for members' courses). Our indicator will simply be the number of members enrolled in different categories of education. These categories are singular courses, certificate programs, and various degrees (ranging from GED to post-graduate). Once the funds are dispersed, follow-up measures of each category will be recorded once every three months for one year. That will give us five total recordings per educational category—1 baseline and 4 follow-ups (3 months, 6 months, 9 months, 12 months).

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

Throughout the first year of implementation, cross-sectional measures of service outcomes will be recorded. The cross-sectional measures are for quality assurance. They will indicate whether services are achieving their objectives at the exact time that measurements are taken. This will indicate whether services should be continued from that point in time.

After the first year, the overall effectiveness of services will be assessed. Most of the time, these measures will look at trends over time. Where applicable, they will employ baseline measures taken before the delivery of services. By having pre and post-intervention measures the service impact on outcomes can be better understood. As a reiteration, our three general areas of service delivery are wellness, advocacy, and education.

**Goal 1 (Wellness)**

The first component of wellness is exercise. In assessing its overall effectiveness, we will first examine all measures of bio-physiological indicators taken over a year. There will be a total of five data points. The first one will be the baseline, taken before the exercise program is implemented. Follow-up measures will be at 3, 6, 9 and 12 months after program implementation. Improvements over time (e.g. decreases in weight or blood sugars) will be indicative of program success. Particular attention will be paid to trends. We will look at rates of improvement or decline, as well as examine when changes occur. For example, members' weights (on average) may not show improvement right away. The impacts of exercise might not become apparent until 6 months after the members begin. We will also examine the totality of all self-

report data—i.e. member responses from survey questionnaires—gathered over the year. This will give us deeper insight into the program’s effect on members. The fishing program will be analyzed in similar fashion. We will look at the aggregate of fishing trips taken throughout the year. This will show how often we utilized the equipment we intend to purchase with the funds. Number of fish caught will also be examined. However, that datum will carry less weight in evaluating the program’s overall effectiveness. The program’s purpose is more to give members an opportunity for social recreation, not to catch significant quantities of fish. Self-report data over the year will also be used.

The bicycle program will be evaluated with both self-report and 3<sup>rd</sup> person data. The 3<sup>rd</sup> person data will consist of measurements of two outcomes: frequency and duration of bike utilization. Those measurements will be taken every month for a year after the bicycle exchange is implemented. With no baseline measure that will give us twelve points of data to compare and aggregate. Changes in bike usage over time, as well as the total bike usage over the year, will indicate the success or failure of this program.

For nutrition, change over time will not be examined. We will instead measure success by the amount of food costs we are able to offset at the end of the year. Our aim is to use \$200 a week toward this goal. It follows that we expect to offset our yearly food costs by \$10,000. Success will then be determined by a single criterion. Either we meet the mark or we miss it.

## **Goal 2 (Advocacy)**

Our measures of advocacy will also focus on totals instead of rates of change. That is, we will look at the aggregates of data after one year of service implementation. How that data changes over time (i.e. throughout the year) is not pertinent. Once again, we will have 3<sup>rd</sup> person measures and self-report data. In the case of advocacy, our self-report data will come from two sources: members and clubhouse visitors. The data from the members will capture their experience in creating various forms of digital media (e.g. PSAs). The purpose of this digital media is advocacy. It is meant to change public perception on mental illness. The visitors will provide a sample of that perception. They will view the advocacy materials and report the impacts that those materials have on them. In looking at the sum of all responses over a year, insights can be gained as to how effective our advocacy efforts are.

The 3<sup>rd</sup> person measures will draw attention to our social media activity. They will record the tally of posts, likes and subscribers. This will give us a picture of how many people our advocacy efforts reach online.

## **Goal 3 (Education)**

To assess overall effectiveness of our education services we will follow the same methodology as our quality assurance measures. We will only use 3<sup>rd</sup> person data, as our focus is empirical changes in members’ education levels and not their perceptions about it. Self-report data is thus irrelevant here. We will record enrollment by educational category. Categories will range from GEDs to graduate level degrees. Baseline measures—taken before our intervention (i.e. new laptops) is delivered—will

be taken. Quarterly follow-ups, taken at 3, 6, 9 and 12-months post intervention, will be recorded too.

In the quality assurance section above, we stated that these recordings will be examined as isolated points of data. They represent different outcomes at different points in time. These outcomes indicate whether or not to continue our educational services at that time.

However, when using the same data to evaluate the overall effectiveness our education services, we will employ a longitudinal design. We will look at the data holistically, tracking trends over time and focusing on changes occurring subsequent to our intervention. The year-end aggregate of these changes—i.e. total number of members who enrolled in a course—will also be used in assessing service effectiveness.

In addition to these measures, we will add another indicator: course completion. This will show us how many people actually obtain the educational category (e.g. associates degree) they are working towards. This will allow us to express success in terms of a percentage: the number of members who complete their course over the total number of members that enroll. This gives us a clearer picture of the extent our laptops help members reach educational goals.

#### IV. Financial

##### Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
  - a. Budget request by source of funds ([Link](#))
  - b. Personnel salaries and wages ([Link](#))
  - c. Equipment and motor vehicles ([Link](#))
  - d. Capital project details ([Link](#))
  - e. Government contracts, grants, and grants in aid ([Link](#))
  
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2020.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$8,962.75	\$8,962.75	\$8,962.75	\$8,962.75	\$35,851

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2020.

Currently the Friends of Ko'olau Clubhouse does not receive funding for the 2020 fiscal year. We are in the process of planning fundraising efforts for the year 2020. The process in which we raise money is carried out through fundraising events that are organized in the form of silent auctions, yoga fundraisers and bake sales.

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

NA, the Friends of Ko'olau Clubhouse has never received any of the above mentioned.

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2020 for program funding.

Friends of Ko'olau Clubhouse has never been a recipient of any governmental grants or grants in aid. This is the first time that we are applying for a governmental grant.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2018.

## **V. Experience and Capability**

### **1. Necessary Skills and Experience**

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

Friends of Ko'olau clubhouses board consists of board members who are competent and very familiar with needs related to the Ko'olau Clubhouse as well as the mental health field. The director is Ms. Arlene Yamashiro who is a Realtor. Ms Yamashiro is well versed in community networking and is a founding member of the Windward Homeless Alliance community group. Ms Yamashiro takes interest in issues related to mental illnesses and homelessness. She assists in securing job placements for the employment program; she also organizes fundraisers/donations for the Ko'olau Clubhouse. The Vice President is Chris Mansho. Mr. Mansho has extensive experience in securing donations for the fundraising events the clubhouse holds. Mrs Sandy Ing is the board secretary; she is a retired employee with the Ko'olau Clubhouse. Mrs Ing has had 30+ years of experience working with clubhouse members and fundraising for assistance for the Clubhouse programs. Mr. Derrick Yasuda is a board member, who is the general manager at Times Supermarket in Kailua. Mr. Yasuda is very familiar with the clubhouse employment model and its efforts to support members in their recovery. He has employed a number of Ko'olau Clubhouse members at Times Supermarket in Temple Valley, Kaneohe and Kailua. Mr. Yasuda has also played a hand in securing donations for the silent auction fundraiser that is held annually. Stacey Abe is also a



board member who currently has a Masters in Non-profit Management. Stacey has played a vital role in the management of other non-profit organizations.

2. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

Currently the Friends of Ko'olau Clubhouse does not reside in a facility. The purpose of the Friend's of Ko'olau Clubhouse organization is to support the Ko'olau Clubhouse in its mission to serve its community. The Friend's of Ko'olau Clubhouse non-profit organization does this through fundraising efforts, to secure equipment as well as financial support for staff and members to be able to attend clubhouse trainings and conferences. Friends of Ko'olau Clubhouse board members meet at the Ko'olau Clubhouse monthly with Ko'olau Clubhouse staff to discuss fundraising projects as well as ways that they can support the Ko'olau Clubhouse.

**VI. Personnel: Project Organization and Staffing**

1. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

NA

2. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

NA

3. Compensation

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

NA

**VII. Other**

1. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

NA

2. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

Friends of Ko'olau Clubhouse, supports the Ko'olau Clubhouse which is accredited by Clubhouse International as well as CARF.

3. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see Article X, Section 1, of the State Constitution for the relevance of this question.

NA

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2019-20 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2019-20, but
- (b) Not received by the applicant thereafter.

Our organization will be able to sustain our programs of which we are asking funding for in the following ways:

**Goal 1 (Wellness)**

For the funding of instructors, we will continue with our fundraising efforts to raise money to support the Ko'olau Clubhouses efforts to bring in instructors post fiscal year. This will be done in the form of grant writing, and fundraising events.

For the purpose of nutrition and being able to maintain our meals at the Clubhouse price of \$1 for breakfast and \$2 for lunch, we are hoping that we will be able to save some money on the costs if we receive the GIA grant. This will allow us to use the money saved to carry on to the next year and allow us to continue to be able to keep prices low while providing a nutritious meal to our members. We will also need to continue with fundraising efforts through events and grants.

For the purpose of the fishing program, we know that by receiving funds to purchase equipment for fishing, our program will be sustainable thereafter. By acquiring the said equipment we give our members the opportunity to learn a new skill as well as learning how to maintain the equipment used for the program. This will ensure the program will remain in effect following the fiscal year and years thereafter.

For the purpose of the bike exchange program, we also feel that by acquiring the initial equipment ie: bicycles we will be able to maintain the program post funding. Having the bicycles will give the clubhouse an opportunity to assist members in educating themselves on how to maintain bicycles. This will allow both the staff and members to keep the bicycle program running post funding. Also through continuous fundraising post grant funding, we will be able to continue to secure funding to pay for materials needed to maintain bicycles.

### **Goal 2 (Advocacy)**

For the purpose of advocacy we will be able to continue with our efforts to spread awareness on the importance of mental illness. Through the acquisition of the equipment that we are requesting for this area of our program we will be able to sustain our efforts post funding. Social media platforms are free of cost and we will make the PSAs in the clubhouse using software requested in this grant. The important component for getting this program off the floor is securing the equipment needed, the rest of the program does not require consistent financial assistance to be sustainable.

### **Goal 3 (Education)**

For the purpose of education we realize that post funding our program will continue to be sustainable. Having secured the laptops and the software needed to allow members to access the GED study site as well as work on the educational sites and necessary microsoft office programs is a vital component for our program to run. The education program will not require further financial assistance to operate. It will be sustainable for several years.

For the purpose of members enrolling in programs at the Windward Community College paid for through the grant in aid issued to the clubhouse. We recognize that ongoing fundraising efforts will be needed to sustain this portion of our education program at the clubhouse. Following the 2020 fiscal year we will continue with fundraising efforts to sustain this program.

For the purpose of the attendance of clubhouse training as well as clubhouse conference. Following funding, the clubhouse will continue to host fundraising efforts that will make it possible for members and staff to continue to attend trainings. Clubhouse training and conference are vital to attend as it will ensure staff and members are competent in their knowledge on best practices related to the clubhouse model. This will ensure the clubhouse is working at an effective level. Friends of Ko'olau clubhouse will continue to work on fundraising efforts post funding to sustain this portion of the program.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: Friends of Ko'olau Clubhouse

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	0	0	0	0
2. Payroll Taxes & Assessments	0	0	0	0
3. Fringe Benefits	0	0	0	0
<b>TOTAL PERSONNEL COST</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	0	0	0	0
2. Insurance	0	0	0	0
3. Lease/Rental of Equipment	0	0	0	0
4. Lease/Rental of Space	0	0	0	0
5. Staff/ Member Training	13,936	0	0	0
6. Supplies	0	0	0	0
7. Telecommunication	0	0	0	0
8. Utilities	0	0	0	0
9. Member lunch (\$200 a week)	10,000	0	0	0
10. Clubhouse education funding	200	0	0	0
11. Yoga Instructor (for a year)	600	0	0	0
12. Music Therapist (\$90/ hr 2x a month)	2,160	0	0	0
13		0	0	0
14		0	0	0
15		0	0	0
16		0	0	0
17		0	0	0
18		0	0	0
19		0	0	0
20		0	0	0
		0	0	0
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>26,896</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>C. EQUIPMENT PURCHASES</b>	<b>8,955</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

E. CAPITAL	0	0	0	0
<b>TOTAL (A+B+C+D+E)</b>	<b>35,851</b>	0	0	0
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	35,851			
(b) Total Federal Funds Requested	0	Name (Please type or print)	Phone	
(c) Total County Funds Requested	0			
(d) Total Private/Other Funds Requested	0	Signature of Authorized Official	Date	
<b>TOTAL BUDGET</b>	<b>35,851</b>	Name and Title (Please type or print)		





## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: Friends of Ko'olau Clubhouse

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Schwinn Meridan Adult Tricycle, 26inch Wheels.	2	\$299.00	\$ 598.00	
Huffy 26" Train Runner Women's Mountain Bike, Black	2	\$129.00	\$ 258.00	
Titan Pioneer 12-Speed Folding Dual Suspension 18 speed	2	\$209.00	\$ 418.00	
Tica 400 Series rod and reel 7'6"	5	\$96.00	\$ 480.00	
News XPS 13 Laptop	2	\$1,249.99	\$ 2,499.98	
Macbook Pro 13" Silver	3	\$1,299.00	\$ 3,897.00	
Adobe Photo Shop Program	2	\$251.00	\$ 502.00	
Microsoft Office for Mac/ Windows	2	\$151.00	\$ 302.00	
			\$ -	
<b>TOTAL:</b>	20		\$ 8,954.98	

**JUSTIFICATION/COMMENTS:**

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
NA			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

**JUSTIFICATION/COMMENTS:**

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant: \_\_\_\_\_

<b>FUNDING AMOUNT REQUESTED</b>						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2018-2019	FY: 2019-2020	FY:2020-2021	FY:2020-2021	FY:2021-2022	FY:2022-2023
PLANS	NA					
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						